GRADUATE SCHOOL
UNITED STATES DEPARTMENT OF AGRICULTURE

A NEWSLETTER issued occasionally for the information of staff, faculty, general administration board, and departmental committees of the Graduate School.

March 3, 1944 VOL. I, No. 4

GS DIRECTORSHIP TO CHANGE IN TWO WEEKS

On March 15, their respective leaves of absence having expired, GS Director Lewis H. Rohrbaugh will return to the Office of Personnel, Office of the Secretary, from which he has been on loan to the GS, and Eldon L. Johnson will resume his former position as GS Director. Dr. Johnson has been at the University of Chicago for the past year, acting as Academic Director of Pre-Meteorological programs.

Dr. Rohrbaugh will serve as Assistant to the Director of Personnel, and in this capacity will aid in directing USDA's manpower utilization program and personnel management in general.

The Director takes this means of letting the faculty and departmental committee members know how sincerely their cooperation has been appreciated, and how exhilarating work with them in the interests of the School and Federal Service has been.

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WAR TRAINING SEMESTER TO BE COMBINED WITH SUMMER SESSION

The "WAR TRAINING SEMESTER," given from April to July in 1942 and 1943, will not be offered this year but instead will be integrated into an expanded summer program. This decision was reached after a thorough analysis of the situation by the administrative staff and consultation with committee and board members.

Last year's popular summer program will be expanded even more, and will carry a variety of courses comparable to those of the fall and spring semesters. A new feature of this program will be a group of courses oriented particularly to the needs of Federal Service folowing the end of the war. Suggestions from faculty members concerning such courses will be appreciated. See the Director.

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COSMOPOLITE NATURE OF GS STUDENTS DEFINITELY INCREASING

Review of student cards often gives one the feeling of standing at a global crossroads of the world, for where else can be found such a diversity of backgrounds!

The FEDERAL SERVICE, of course, is extremely well represented. In fact, a complete organizational chart might be erected, based on student records, which would include practically every agency in our government. Not only does the executive branch make a splendid showing, but also the

legislative and judicial branches have many representatives. And by a complete organizational chart, we mean not only is almost every agency shown, but also many phases of each agency appear - as the Middle East, Far East, and Brazilian Divisions of FEA, etc.

Then too, students come from the American Council of Learned Societies, National Geographic, National Education Association, University of Maryland, Folger Shakespeare Library, and the American Red Cross and other organizations of this type.

Real cosmopolites are represented on the School records as being affiliated with the French Supply Council, South African Mission, Soviet Government Purchasing Commission, and the Royal Thai Legation. Great Britain also is represented by students from its many divisions - British Admiralty Delegation, British Embassy, British Air Commission, and British Shipping Commision.

One man deserves sympathy from us all, for he listed his War Department agency as AAFIACAS. How he must envy a member of the armed forces who merely signs his name and then inserts the phrase, "ARMY" (Soldier).

Also, we find that student enrollment is not only confined to the District. There are some, who despite long working hours and transportation difficulties commute from Baltimore, Aberdeen, and even York, Pennsylvania.

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GAS RATIONING AND GS INSTRUCTORS CERTIFICATION

On numerous occasions the GS has certified to OPA (by direct letter or by signing an application) the validity of an instructor's needs for gasoline to enable him to meet classes. This item is inserted here so that all may know of our willingness to cooperate in this direction. See Dr. Woods, Educational Adviser, in the GS Office.

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PHONOGRAPH AVAILABLE FOR LANGUAGE AND OTHER INTERESTED INSTRUCTORS

Following a suggestion by Spanish teachers, GS has purchased a portable phonograph for class use, particularly in the field of languages. Advance reservations for this machine may be made through Mrs. Johnson (Extension 5943) a week before the class is to be held. However, it will be necessary for the instructor or the students to furnish records since the GS does not plan to supply them at this time.

PLEASE * PLEASE * PLEASE*

A recent GS News Sheet requested all instructors to notify the GS Office by noon of the day when: 1. They cannot meet a class 2. They plan to hold a make-up session. AGAIN WE UNDERLINE THIS.

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CLASS LISTS

With this Newsletter, each instructor receives a class list of students registered. Persons who do not present a registration card from the School office must be excluded from class.

A C FALL GRADES D INC
B F

Several instructors teaching during the fall semester have not yet turned in their grade records. This works an undue hardship on the GRADUATE SCHOOL STAFF in replying to students who request their grades. It will be appreciated if these grade sheets are turned in at the OFFICE as soon as possible.

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GS PEOPLE

NEW FACULTY MEMBERS:

1. Beauchamp, George E. (L & L) ONI Executive Secretary of Inter - Agency Publications Committee

2. Berrum, Pauline W. (Pub. Adm.) Senior Clerk (Audit), Office of Distribution, WFA

3. Bolton, Anna C. (O T & O) Training Assistant, Training Section, WPB

4. Brown, Esther R. (L & L) Associate Specialist, Inter-American Educational Relations, U. S. Office of Education

5. DeRosa, Michaelangelo (L & L) Foreign Broadcasts Monitor, FCC

6. Norwood, Robert C. Jr. (Pub. Adm.) Accountant, Chief, of Accounting Division's Office, Petroleum Adm. for War

7. Oberdorfer, Douglas W. (Math & Stat) Bureau of the Budget, Exec. Off. of the President.

8. Pookhir, Mooza V. (L & L) Geographical Names Division, Dept. of Commerce

9. Schuler, Eric T. (L & L) Assoc. Research Analyst, OSS

10. Schuler, Edgar A. (SS) Sr. Social Scientist, BAE, USDA

11. Von Bretzel, Mrs. James (L & L) Sr. Research Asst., USSR Section, OSS

JOB CHANGES

1. Hill, Grover B. (GS Board) Asst. Secretary of Agriculture, and Asst. War Food Administrator, becomes instead Under Secretary and AWFA.

2. Sellers, Ashley (Pub. Adm.) Asst. War Food Administrator, also becomes head of the newly created Office of Price, WFA

3. Wasserman, Max J. (Soc. Sci.) formerly Chief, Blockade Division (BEW) to Chief, Analysis Section, Middle East Division

4. Quigley, W. R. (Pub. Adm.) formerly Chief, Division of Accounting, becomes Asst. Director Budget & Finance, USDA

5. Mason, Charles N. (Pub. Adm.) formerly Asst. to Mr. Quigley, appointed Chief, Division of Accounting, Budget & Finance, USDA

ON TOUR

1. Samuel Snyder (Pub. Adm.) Asst. to the Director of Procurement, Treasury Dept., has been away since February 12, touring some

ON TOUR (cont.)

1. Samuel Snyder (cont.) for the purpose of selecting sites for regional warehouses, and eventually establishing them.

2. DeWitt Wing (L & L) Sr. Information Specialist, Office of Information, USDA, left on February 26 for a tour of the major cities of the U.S. to meet with editors of rural agriculture magazines, and also radio editors. These meetings are held at the invitation of War Food Administrator Marvin Jones - the idea being to aid and abet farmers in every possible way through printed information, lectures and radio programs.

REASSIGNMENTS

1. Stewart, Ward (Pub. Adm.) Asst. Director, Foreign Funds Control, Treasury, assigned to assist Mr. J. W. Peahle on War Refugee Board. The function of the Board is to aid in expiditing relief and rescue of European War Refugees.

2. Hattery, Lowell (Off T & O) Lt.(j.g.) USN, has been assigned to duty in the Pacific theater.

TO THE SERVICE

1. Hickey, Thomas (Off. T & O) Lt.(j.g.) USN

2. Van Dyke, Stuart (Pub.Adm.) Merchant Marine

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SPECIAL COUNSELING IN SPRING SEMESTER

During the spring semester registration period departmental counseling services were available for a two-week period under the supervision of Dr. Woods, Educational Adviser. Those counseling included:

LANGUAGES AND LITERATURE
Dr. H. B. Humphrey

MATHEMATICS AND STATISTICS
Dr. W. E. Deming
Mr. M. A. Girshick
Dr. William G. Madow

SOCIAL SCIENCES
Dr. Charles F. Sarle
Dr. A. F. Woods

PHYSICAL SCIENCES
Dr. A. F. Woods

PUBLIC ADMINISTRATION
Dr. John Thurston
Mr. Verne Lewis

OFFICE TECHNIQUES AND OPERATIONS
Mr. Strother B. Herrell
Mr. James F. Grady
Mr. Henry A. Donovan
Mr. John Lucas

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AAA CHIEF NAMED TO GS ADMINISTRATION BOARD AT MEETING HELD FEB. 18

At this session Secretary Wickard appointed N. E. Dodd, Chief of AAA to the General Administration Board. Mr. Dodd replaces Roy F. Hendrickson who joined UNNRA in January as Deputy Director General.

Other Board members present were T. Roy Reid, Chairman; William A. Jump; H. R. Tolley; E. C. Auchter; Grover B. Hill; and James T. Jardine. The Board's previous meeting was held on January 7.

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MOTION PICTURE JAMMED

The BATTLE OF RUSSIA, shown on February 16, drew such a crowd that the guards were forced to lock the gates. This memorable picture, depicting the seige of Stalingrad, is one of a series sponsored by the GS for its students, faculty and departmental members.

Future showings fall on the following dates:

March 15; April 12; May 10; all from 5:45 to 6:45.

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GOOD NEWS! HOT FOOD!
FOR ALL! AT NIGHT!
BEGINNING MARCH 6!

Most gratefully will this announcement be received by all GS students and faculty members. The problem of where to get a hot meal after 2 o'clock in USDA has been a serious one. And there is much need for good nourishment after a hard day's work. Now the situation has been solved to the satisfaction of all. For the cafeteria in the Fifth Wing will serve supper from 5:30 to 7 PM, Monday through Friday, starting March 6. This cafeteria will be operated under the direction of the Welfare Association at the request of the Office of Personnel.

All Instructors are asked to announce the opening in all classes and urge patronage, especially during the first week. Because of course, the success of an undertaking of this kind depends on the number of people purchasing food.

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STOCKBERGER COLLECTION ON PERSONNEL MANAGEMENT PRESENTED TO GS

Dr. W. W. Stockberger, GS Board Member and dean of Federal personnel men, has presented to the GS, his collection of books and pamphlets on Personnel and General Management. Many of the items are extremely valuable, being unavailable elsewhere. This collection will prove of special interest to students in the Department of Public Administration.

Faculty member not familiar with Dr. Stockberger's "AS I SEE IT" published by the GS, should be sure to read this informative pamphlet. Recently the GS presented one copy of "AS I SEE IT" to each of the 76 USDA Clubs for circulation among its members. This was accomplished through the courtesy of USDA's Office of Personnel.

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SPRING LECTURES

In other issues, the NEWSLETTER has listed lectures given in certain classes, together with the dates on which they were delivered. The practice is continued here for the four classes listed below:

MANAGEMENT AND THE WORKER IN THE PUBLIC SERVICE - Instructor: Ward Stewart (Pub. Adm.)

February 14. Luther Steward, Pres. of National Federation of Federal

Employees.
February 21. Lee Somers, National Office of American Federation of Government Employees (AF of L)
February 28. Mr. Arthur Stein, National Office of United Federal Workers (CIO)

PROBLEMS OF INTERNATIONAL ORGANIZATION - Instructor: A. Viton (SS)
March. Dr. Piquet on INTERNATIONAL ORGANIZATION AND PROBLEMS OF INTERIM COMMISSION.
March 15. Mr. Wright on SUCCESS AND PROBLEMS OF THE INTERNATIONAL LABOR ORGANIZATION.

GOVERNMENT WAR CONTRACTS - Instructor: James Wilson (Pub. Adm.)
March 7. Mr. M. L. Cutter, Legal Board Director of Material Army Service Forces, War Department.
March 14. Lt. Richard McClung, Procurement, Legal Division, Navy.
March 21. John Kenney, Procurement Division, Navy.
March 28. Lt. Comdr. Ralph Chappel, Navy Procurement, Legal Division

BUDGETARY AND FINANCIAL ADMINISTRATION - Instructors: Messrs. Jump and Lewis (Pub. Adm.)
March 2 & 9. Mr. Maycock, Asst. Director of Finance, DA, on ACCOUNTS AND FINANCIAL ACTIVITY REPORTING
March 30. Mr. C. G. Garman, Asst. Director of Finance, USDA, on PROBLEMS IN CONNECTION WITH "PROGRAM" EXPENDITURES.

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LECTURE SERIES SOON ON ADMINISTRATIVE REGULATIONS

The Public Administration Subcommittee recently rounded off plans for a lecture series which will probably take the form of luncheon meetings, limited to approximately 60 officers from Federal agencies. Dates of the meetings will be announced later.

These lectures will be designed especially to assist wartime administrators in discussing methods followed in different Federal agencies for formulating and carrying out administrative regulations. The whole program will be primarily concerned with protecting public interest on the one hand, and giving fair representation to the persons regulated, on the other.

The major topics to be discussed include: Department Regulatory Procedures in Agricultural Marketing and Food Distribution; Regulatory Procedures in War Production; Regulatory Procedures Relating to Labor, to Prices and Rationing; The Responsibility of the Administrator in Connection with these Regulatory Procedures.

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WAR DEPARTMENT PUTS OFF T & O DEMONSTRATION INTO FILM

At the November meeting of the Department of Office Techniques and Operations, a demonstration on work simplification as applied to the classification of correspondence, was given by Mr. Donaldson and Mrs. Luttrell, both of USDA's Office of Plant and Operations.

It is interesting to GS people, who attended this meeting, to know that the Army Service Forces, have selected this method as an ideal example to illustrate the principles of Job Methods Training. And a film of this GS demonstration is being developed by that organization.

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